Interlake-Eastern
Regional Health Authority

POSITION DESCRIPTION

POSITION TITLE: ADULT DAY PROGRAM COORDINATOR

DEPARTMENT: ADULT DAY PROGRAM/ SENIOR SUPPORTS PROGRAM

CLASSIFICATION: ADULT DAY PROGRAM COORDINATOR

UNION: MGEU – COMMUNITY SUPPORT

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL SENIORS SUPPORTS SUPERVISOR

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Adult Day Program Coordinator is a member of the health care team working under the general direction of the Regional Seniors Supports Supervisor, while demonstrating a commitment to service excellence and continuous quality improvement to the mission, vision, values and management philosophy of the Interlake-Eastern Regional Health Authority. The Adult Day Program (ADP) Coordinator, in consultation with the Regional Seniors Supports Supervisor, is responsible for the development, coordination, implementation and evaluation of all activities designed to meet the social, recreational and therapeutic needs of participants. Primary responsibilities relate to participant programming, fiscal management, quality management and program standards, and equipment / supplies / environment management. The incumbent participates as a member of a multidisciplinary team in the promotion and development of the Adult Day Program in the region. The position of Adult Day Program Coordinator functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

Interlake-Eastern RHA is committed to responding to the Truth and Reconciliation Commission of Canada's Calls to Action and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Receives referrals from the Home Care Case Coordinator and may conduct pre-admission contact to determine appropriateness for ADP and identify individual needs and interests.
- Assessment of participant needs in determining types of programs to be developed.
- Collaborates with other ADP staff in the planning, implementation and evaluation of programs/activities to meet the therapeutic needs and interests of the ADP participants.
- Provides a monthly program calendar to all ADP participants.
- Establishes goals for the ADP and sets priorities.
- Provides guidance related to issues, trends and programming for the ADP team.
- Observes and recognizes deviations from normal in participants' basic care needs and reports these observations to the Case Coordinator/Service to Seniors Coordinator/Specialist.
- Assesses the environment for safety and make appropriate recommendations to correct as required.
- Reports staff performance concerns to the Services to Seniors Coordinator/Specialist.
- Coordinates transportation requirements and food services as appropriate to the program.
- Plans and carries out special events cooperatively with the participants, ADP workers and volunteers.
- Maintains a safe and comfortable environment for all programs and activities to ensure participant safety.
- Recommends or purchase of equipment, purchase or requisition supplies as required and maintain inventory of supplies in an efficient manner, in accordance with budget and guidelines.
- Participate in in-services, workshops and meetings relating to the Adult Day Program.
- Sets up and maintains appropriate participant and program records, including progress reports as required and reporting changes in individual functioning to the Home Care Case Coordinator and/or family. Ensures monthly statistics, audits, surveys and reports are completed on time.
- Ensures that staff and volunteers are aware of their duties in the event of a fire (or internal disaster) according to the facility/building fire plan.
- Participates in and demonstrates an understanding of patient safety principles and practices in all daily activities.
- Supports an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Demonstrates the responsibility for and the application of concepts of caring, health and wellness in response to meeting basic human needs, including activity, comfort, mobility, nutrition, rest, recreation, safety, social and spiritual needs.
- Assist participants to maintain independence within their capabilities
- Pursuant to the Health System Governance and Accountability Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Completion of the Recreation Facilitator for Older Adults Certificate, a recognized Activities/ Recreation program or related degree required.
- Applicants with certificate will be given priority. Non certified applicants will be considered if there are no certified applicants.
- Courses related to Gerontology would be an asset.

REQUIRED KNOWLEDGE:

- Demonstrated understanding of the role of Adult Day Program Coordinator.

EXPERIENCE REQUIRED:

- A minimum of two (2) years experience, within the last five (5) years, working in an Adult Day Program required.

SKILLS/COMPETENCIES:

- Self-directed and able to work with minimal supervision.
- Demonstrated ability to work well within a team environment.
- Excellent organizational and interpersonal skills.
- Ability to foster and maintain positive working relationships.
- Good written and oral communication skills.
- Commitment to continuing self-development and continuous quality improvement.
- Has a genuine interest in healthcare, especially of older adults, and people with disabilities.
- Must be able to guide and motivate staff in a positive team focused manner.
- Physical and mental health to meet work demands.
- Valid Manitoba drivers license.
- Mental and Physical ability to meet the demands of the position.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

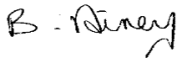
- Provides a safe environment by ensuring the adherence to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilitys' Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: February 2026
Date



March 11, 2026

Approved by: _____ _____
Regional Manager/ Supervisor Date

Approved by: _____ March 15,2026
Vice President/ CEO
Date

Reviewed by: _____ April 7, 2026
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.